



US ARMY FINANCIAL MANAGEMENT COMMAND



GFEBBS Goods and Services Receipt processes for Fund the Force (FTF)

United States Army Financial Management Command
(USAFMCOM)
Operational Support Team

Action, Conditions and Standard

#ACTION: Log into the General Fund Enterprise Business System (GFEBS) and effectively execute the input of Goods and Services Receipt documentation data into GFEBS

#CONDITIONS: Given access to the USAFMCOM GFEBS Training Environment, Army Knowledge Online (AKO) website and relevant Accounts Payable documentation

#STANDARD: Access the appropriate module of GFEBS to process the applicable Accounts Payable documentation while adhering to system procedures and maintaining Separation of Duties (SOD)

References

- ❖ Department of Defense Financial Management Regulation (DoDFMR), Volume 10 (*Contract Payment Policy and Procedures*)

<http://comptroller.defense.gov/fmr/>

- ❖ Department of Defense Guide for Miscellaneous Payments

http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous_pay.html

- ❖ DFAS-IN Manual 37-100-FY, The Army Management Structure

[http](http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200)

<://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200>

- ❖ Defense Federal Acquisition Regulation (DFAR)

<http://www.Acq.osd.mil/dp/dfars.html>

- ❖ Code of Federal Regulations Title 5, Part 1315 (Prompt Payment Act)
5CFR 1315 (PPA)

<http://www.Acq.osd.mil/dp/dfars.html>

- ❖ DFAS-IN 37-1 Regulation

<http://www.asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=1200>

References (Cont'd)

❖ GFEBS Training Performance Support Website (PSW)

<https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm>

- L101E GFEBS Overview
- L201E Integrated Process Overview
- L210E Financials Process Overview
- L250E Acquisition process Overview
- L251E Accounts Payable Process overview
- L303E GFEBS Navigation and Reports
- L410E Introduction to Financials
- L413E Financial Reporting
- L416 Cash balancing
- L451E Material and Vendor Master Data Maintenance
- L454 Goods Receipt Processing
- L455 Invoice Processing
- L457E Purchase card

❖ Theater Financial Management Support Center (TFMSC) milWiki Portal

https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3A13th_Financial_Management_Center

Agenda

- ▶ **Receiving Report Input processes**
 - ▶ GR- Role based Capabilities
 - ▶ **MIGO** - Enter Goods Receipt (GR)
 - ▶ Goods Receipt Reversal
 - ▶ Service Entry Sheets (SES)
 - ▶ **ML81N** - Service Entry Sheet (SES) Input
 - ▶ Service Entry Sheet (SES) Reversal
 - ▶ Check on Learning
- ▶ **GFEBs Useful Links**
- ▶ **Questions?**



Receiving Report Input Processes

Goods Receipt (GR)

As defined by FAR 2.101, a Receiving Report is written evidence that indicates Government Acceptance of supplies delivered or services rendered. A complete receiving report (usually a DD Form 250) indicates that a port, shed, warehouse, or shipping terminal operator acknowledged the receipt of items listed under customary or specified contract terms and conditions. It is the responsibility of the FTF team to ensure Goods Receipt documentation is properly researched prior to input in GFEBS to

Note: Receipt data is currently being received in GFEBS directly from an interface with WAWF (Wide Area Workflow). Manual input of Receipts is becoming obsolete and only done manually when the interface fails and

avoid duplicates or overpayments

GR Role-based Capabilities



The following personnel will have the ability to execute the transactions covered in this block of instructions based on their assigned position and GFEBS Roles:

- ~~Chief of FTF (FMSU)~~
- ~~Senior FTF Analyst (FMSU)~~
- ~~Senior FTF Analyst (FMSSD)~~
- ~~FTF Analyst (FMSSD)~~
- ~~FTF Technician (FMSSD)~~
- **FTF Clerk (FMSSD)**

Note: Although only the FTF Clerk has the ability to process a Goods Receipt, the transactions may be “viewed” by all FTF

MIGO- Enter Goods Receipt (GR)

Example "Movement Type- 101"

Note: Movement type 101 is ONLY used when Received and Acceptance dates are the same. Movement types 103 and 105 will be used when dates are different.

Enter the
"Movement
Type"

1

GR into blocked stock 101

101- Movement Type (Same GR and GA dates)

b. DESTINA

☐ CQA ☒ ACCEPTANCE of listed items

has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents

Guarantee shown in column 11 was received in apparent good condition except as noted.

14-Nov-12 X

Mathew P. Alexander

DATE RECEIVED

SIGNATURE OF AUTHORIZED
GOVERNMENT REPRESENTATIVE

14-Nov-12

Michael O. Scott

TYPED NAME:

Mathew P. Alexander

DATE

SIGNATURE OF AUTHORIZED

Movement Type (Inventory Management) (1)



MVT S Text

101	Goods receipt for purchase order into warehouse/stores
102	Goods receipt for purchase order into warehouse - reversal
103	Goods receipt for purchase order into GR blocked stock
104	Goods receipt for purchase order -> GR blkd stock - reversal
105	Release GR blocked stock for warehouse
106	Release GR blocked stock for warehouse - reversal

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 101" (Cont'd)

Goods Receipt Purchase Order - Carlos Arguello

Menu | Back | Exit | Cancel | System | Show Overview | Restart | Hold | Check | Post | Help

Goods Receipt | Purchase Order | **Purchasing Document Number (1)**

General | Vendor | **2**

The user has the option to input the GFEBS-generated PO number or to select any other known PO info to locate the correct PO

Search Criteria

Category: Purchasing Document Per PIIN/SPIIN - Procurement In

PIIN: **W91B4K12P0191** **3** Enter the desired search string

SPIIN:

Purchasing Document:

Maximum No. of Hits: 500

Start Search **4**

MATERIAL INSPECTION AND RECEIVING REPORT

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE AGENCY. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED ON THE REVERSE SIDE.

1. PROCUREMENT INSTRUMENT IDENTIFICATION

CONTRACT NO. **W91B4K-12-P-0191**

ORDER NO. **65498** INVOICE NO. **17-Nov**

***physical copy of RR**

2. SHIPMENT NO. 3. DATE SHIPPED 4. B/L 5. DISCOUNT

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 101"

Goods Receipt Purchase Order **4502007074**

Goods Receipt Purchase Order **4502007074** GR goods receipt 101

General **Vendor**

Document Date **11/14/2012**

Posting Date **Individual**

Vendor **FISHER MANUFACTURING CO.**

HeaderText **1st Partial Shipment**

**Enter Receipt/
Acceptance Date**

14-Nov-12

Mathew P. Alexander
SIGNATURE OF AUTHORIZED
GOVERNMENT REPRESENTATIVE

Mathew P. Alexander

Michael O. Scott
SIGNATURE OF AUTHORIZED

14-Nov-12

Partial Shipment

Required field that allows the user to add explanations or notes which apply to the document as a whole (not only certain line items.)

Examples:

- Final Shipment (1F, 10F)
- Partial Shipment (1P, 10P)

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 101" (Cont'd)

Line	M... Short Text	Post Center	Bu...	G/L Account	Batch	Valuation T...	M...	Stock Type
1	Ci submersible	ABM0008	ARMY	6100.260B			101 +	Unrestricted ...
3	1/2 HP Ci	ABM0008	ARMY	6100.260B			101 +	Unrestricted ...

Double-Click on the Line Item you want to record as "Received".

Select the "Quantity" TAB

Ensure the "Qty in Unit of Entry"

Material **Quantity** Account Assignment Customer Data

Qty in Unit of Entry 1.000 EA

Qty in Delivery Note 1.000

Quantity Ordered 1.000 EA

☒ Item OK

15. ITEM NO.	16. STOCK/PART NO. (Indicate number of shipping containers - type of container - container number.)	17. QUANTITY SHIPPED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001	Wayne ESP25 12V BatteryBack-Up Sump Pump	1	ea	379.64	\$ 379.64
0002	Wayne 0003050 Ci Submersible Sump Pump	1	ea	476.28	\$ 476.28
0003	Wayne CSE50TE 1/2 HP Ci Sewage Ejector	1	ea	205.75	\$ 205.75

*physical copy of RR

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 101" (Cont'd)

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Bu...	G/L Account	Batch	Valuation T...	M...	..	Stock Type
1	12 v battery	<input type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B			101	+	Unrestricted ...
2	Ci submersible	<input type="checkbox"/>	2.000	EA		2ABM0008	ARMY	6100.260B			101	+	Unrestricted ...
3	1/2 HP Ci	<input type="checkbox"/>	8.000	EA		2ABM0008	ARMY	6100.260B			101	+	Unrestricted ...

It is the responsibility of the user processing the Goods Receipt (GR) to ensure the "Receiving Report" was completed for Goods specified on the Purchase Order (PO). The user must also verify the documentation to determine if the receipt was partial, final or if it exceeds what was agreed upon in the Contract.

15. ITEM NO.	16. STOCK/PART NO. (Indicate number of shipping containers - type of container - container number.)	DESCRIPTION	17. QUANTITY SHIPREC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001	Wayne ESP25 12V	Battery Back-Up Sump Pump	1	ea	379.64	\$ 379.64
0002	Wayne 0003050 Ci	Submersible Sump Pump	1	ea	476.28	\$ 476.28
0003	Wayne CSE50TE 1/2 HP Ci	Sewage Ejector	1	ea	205.75	\$ 205.75

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 101" (Cont'd)

Where 11

Select "Where" TAB

Movement Type: 101 + GR for acct assignmt Stock type: Unrestricted use

Plant: Fort Jackson

Goods recipient:

Unloading Point:

Note: Optional field to enter name of the actual Official that Received/ Accepted the Goods (in accordance with the DD 250)

Text: **Partial Goods Received** 12

Line: 1

Required field must contain comments related to this Line Item Only.
Examples:

- Partial Goods Received
- All Goods Received
- CLIN Exhausted

If the Receiving Report contains items received for multiple Contract Line Items, the user can navigate to the applicable Line Item by entering it in the "Line" field or may also Double Click on the next Line Item. (See *example to the right*)

Line	Mat. Short Text	OK	Qty in UnE	EU
1	12 v battery	<input type="checkbox"/>	1.000	EA
2	Ci submersible	<input type="checkbox"/>	2.000	EA
3	12 HP Ci	<input type="checkbox"/>	8.000	EA

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 101" (Cont'd)

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	Bu...	G/L Account
1	12 v battery	<input checked="" type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B
2	Ci submersible	<input checked="" type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B
3	1/2 HP Ci	<input checked="" type="checkbox"/>	1.000	EA				

After all the input has been made for the incoming Receiving Report, ensure the Quantities are accurate and that all applicable items are checked as "OK" prior to continuing.

13. SHIPPED TO CODE W87NKT
657TH S4
BAGRAM, AFGHANISTAN

**Physical copy of RR*

15. ITEM NO.	16. STOCK/PART NO. (Indicate number of shipping containers - type of container - container number.)	17. QUANTITY SHIPREC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001	Wayne ESP25 12V Battery Back-Up Sump Pump	1	ea	379.64	\$ 379.64
0002	Wayne 0003050 Ci Submersible Sump Pump	1	ea	476.28	\$ 476.28
0003	Wayne CSE50TE 1/2 HP Ci Sewage Ejector	1	ea	205.75	\$ 205.75

Example “Movement Type- 101” (Cont’d)

16

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 101" (Cont'd)

Goods Receipt Purchase Order 4502007074 - Carlos Arguello

Menu | Post | Back | Exit | Cancel | System | Show Overview | Restart | Hold | Check | **Post** | Help

Goods Receipt | Purchase Order | GR goods receipt | 101

General | Vendor

Document Date: 11/21/2012 | Delivery Note: ☐ | Posting Date: 11/21/2012 | Bill of Lading: ☐ | ☐ Collective Slip

Line | Status | Sh | HP

1	○○○		
2	○○○		
3	○○○		

Click "Post" to save your work and record the Receipt against the Purchase Order (PO)

All Goods have been Received
Only partial Goods have been Received
More Goods than ordered have been Received (will not process)

Note: Writing the GFEBS number on the document will ensure better audit trail.

5000005720

DD FORM 250, AUG 2000 | PREVIOUS EDITION

Material document 5000005720 posted

ME23N- PO Status After MIGO Input

SPS PO - US Dollars 4502007074 Created by Shannon Hicks

Menu | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order

SPS PO - US Dollars | 4502007074 | Vendor | 02AC8 FISHE

Additional Data | Org. Data | **Status** | Customer Data

Active	Ordered	11.000	EA	2,978.20	USD
Not Yet Sent	Delivered	3.000	EA	1,061.67	USD
Partially Delivered	Still to deliv.	8.000	EA	1,916.53	USD
Not Invoiced	Invoiced	0.000	EA		
	Down paymts				

PO Status after MIGO Input

Note: "Delivered" is the total of all CLINS. Item Detail below shows individual CLINS

Item | [20] Ci submersible

Delivery Schedule | Acceptance Period | Delivery | Invoice | Conditions | Account Assignment | **Purchase Order History** | Texts

Basic List

S...	M...	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	O...	Amount in LC	L.cur	Qty in OPUn
WE	101	5000006080	1	07/26/2013	1.000	0.000	EA	476.28	USD	1.000

MIGO input. Click to view saved transactions (check each CLIN to view individual history)

MIGO- Enter Goods Receipt (GR)

Example "Movement Type- 103"



SAP Easy Access - User menu for

Menu | MIGO | Log off | System

Enter

Note: 2 separate MIGO Transactions will have to be processed in order to report both 103 and 105 "Movement Types".

Goods Receipt Purchase Order

Menu | Back | Exit | Cancel | System | Show

Goods Receipt | Purchase Order

Enter the "Movement Type"

Check | Post | Help

GR into blocked stock 103

General | Vendor

Document Date | Delivery Note

Posting Date | Bill of Lading

Collective Slip

Movement Type (Inventory Management) (1)

M...	S	Text
101		Goods receipt for purchase order into warehouse/stores
102		Goods receipt for purchase order into warehouse - reversal
103		Goods receipt for purchase order into GR blocked stock
104		Goods receipt for purchase order -> GR blkd stock - reversal
105		Release GR blocked stock for warehouse
106		Release GR blocked stock for warehouse - reversal

103 and 105 - Movement Types (Different GR and GA dates)

☐ CQA ☒ ACCEPTANCE of listed items

has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

19-Nov-12 | Michael O. Scott

17-Nov-12 X | Mathew P. Alexander

DATE RECEIVED | SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

TYPED NAME: Mathew P. Alexander

***Physical copy of RR**

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 103" (Cont'd)

Goods Receipt Purchase Order - Mark Norman

Menu | Back | Exit | Cancel | System | Show Overview | Restart | Hold | Check | Post | Help

Goods Receipt | Purchase Order | Purchasing Document Number (1)

General | Vendor |

Doc | Post |

Line

Search Criteria

Category: Purchasing Document Per PIIN/SPIIN - Procurement In

PIIN: W91B4K12P019

SPIIN:

Purchasing Document:

Maximum No. of Hits: 500

Start Search

Annotations:

- 2: The user has the option to input the GFEBS-generated PO number or to select any other known PO info to locate the correct PO
- 3: Enter the desired search string
- 4: Start Search

MATERIAL INSPECTION AND RECEIVING REPORT

The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the gathering and maintaining the data needed, and completing and reviewing the collection of information.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE AGENCY. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED ON THE REVERSE SIDE.

1. PROCUREMENT INSTRUMENT IDENTIFICATION		ORDER NO.	2. INVOICE NO./DATE
CONTRACT NO. W91B4K-12-P-0191		*Physical copy of RR	65498 17-Nov
2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L	5. DISCO

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 103"

Goods Receipt ☐ Purchase Order ☐ **4502007074**

Goods Receipt ☐ Purchase Order ☐ 103

General Vendor

Document Date **11/17/2012**

Posting Date **11/17/2012**

Partial Shipment

5 Enter Receipt Date

6 Required field that allows the user to add explanations or notes which apply to the document as a whole (not only certain line items.)

103 Movement Types (Different GR and GA dates)

b. DESTINATION

☐ CQA ☒ ACCEPTANCE of listed items

has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

19-Nov-12 *Michael O. Scott*

DATE SIGNATURE OF AUTHORIZED

22. RECEIVER'S USE

Quantities shown in column 17 were received in apparent good condition except as noted.

17-Nov-12 X *Mathew P. Alexander*

DATE RECEIVED SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

TYPED NAME: *Mathew P. Alexander*

*physical copy of GR

Examples:

- Final Shipment (1F, 10F)
- Partial Shipment (1P, 10P)

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 103" (Cont'd)

Line	Mat. Short Text	SLoc	Cost Center	Bu...	G/L Account	Batch	Valuation T...	M...	Stock Type
1	12		2ABM0008	ARMY	6100.260B			103 +	
2	Submersible		2ABM0008	ARMY	6100.260B			103 +	
3	1/2 HP Ci		2ABM0008	ARMY	6100.260B			103 +	

Double-Click on the Line Item you want to record as "Received".

Select the "Quantity" TAB

Ensure the "Qty in Unit of Entry"

Qty in Unit of Entry: 1.000 EA

Qty in Delivery Note: 1.000

Quantity Ordered: 1.000 EA

15. ITEM NO.	16. STOCK/PART NO. (Indicate number of shipping containers - type of container - container number.)	17. QUANTITY SHIPPED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001	Wayne ESP25 12V BatteryBack-Up Sump Pump	1	ea	379.64	\$ 379.64
0002	Wayne 0003050 Ci Submersible Sump Pump	1	ea	476.28	\$ 476.28
0003	Wayne CSE50TE 1/2 HP Ci Sewage Ejector		ea	205.75	\$ 205.75

*physical copy of RR

Click OK

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 103" (Cont'd)

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	Bu...	G/L Account	Batch	Valuation T...	M...	Stock Type
1	12 v battery	<input type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B			103 +	
2	Ci submersible	<input type="checkbox"/>	2.000	EA		2ABM0008	ARMY	6100.260B			103 +	
3	1/2 HP Ci	<input type="checkbox"/>	8.000	EA		2ABM0008	ARMY	6100.260B			103 +	

It is the responsibility of the user processing the Goods Receipt (GR) to ensure the "Receiving Report" was completed for Goods specified on the Purchase Order (PO). The user must also verify the documentation to determine if the receipt was partial, final or if it exceeds what was agreed upon in the Contract.

15. ITEM NO.	16. STOCK/PART NO. (Indicate number of shipping containers - type of container - container number.)	DESCRIPTION	17. QUANTITY SHIPREC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001	Wayne ESP25 12V	Battery Back-Up Sump Pump	1	ea	379.64	\$ 379.64
0002	Wayne 0003050 Ci	Submersible Sump Pump	1	ea	476.28	\$ 476.28
0003	Wayne CSE50TE 1/2 HP	Ci Sewage Ejector	1	ea	205.75	\$ 205.75

**physical copy of RR*

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 103" (Cont'd)

Material Quantity **Where** Account Assignment Customer Data

Movement Type 103 + GR acct ass. to DIKO

Plant Fort Jackson

Goods recipient

Unloading Point

Text **Partial Goods Received**

Line 1

Note: Optional field to enter name of the actual Official that Received/ Accepted the Goods (in accordance with the DD 250)

Required field must contain comments related to this Line Item Only.
Examples:
• Partial Goods Received
• All Goods Received
• CLIN Exhausted

If the Receiving Report contains items received for multiple Contract Line Items, the user can navigate to the applicable Line Item by entering it in the "Line" field or may also Double Click on the next Line Item. (See *example to the right*)

Line	Mat. Short Text	OK	Qty in UnE	EU
1	12 v battery	<input type="checkbox"/>	1.000	EA
2	Ci submersible	<input type="checkbox"/>	2.000	EA
3	12 HP Ci	<input type="checkbox"/>	8.000	EA

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 103" (Cont'd)

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	Bu...	G/L Account
1	12 v battery	<input checked="" type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B
2	Ci submersible	<input checked="" type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B
3	1/2 HP Ci	<input checked="" type="checkbox"/>	1.000	EA				

After all the input has been made for the incoming Receiving Report, ensure the Quantities are accurate and that all applicable items are checked as "OK" prior to continuing.

13. SHIPPED TO CODE W87NKT
657TH S4
BAGRAM, AFGHANISTAN

**Physical copy of RR*

15. ITEM NO.	16. STOCK/PART NO. DESCRIPTION (Indicate number of shipping containers - type of container - container number.)	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001	Wayne ESP25 12V Battery Back-Up Sump Pump	1	ea	379.64	\$ 379.64
0002	Wayne 0003050 Ci Submersible Sump Pump	1	ea	476.28	\$ 476.28
0003	Wayne CSE50TE 1/2 HP Ci Sewage Ejector	1	ea	205.75	\$ 205.75

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 103" (Cont'd)

Goods Receipt Purchase Order 4502007074 - Carlos Arguello

Menu | Post | Back | Exit | Cancel | System | Show Overview | Restart | Hold | **Check** | Post | Help

Goods Receipt | Purchase Order | 103

General | Vendor

Document Date: 11/17/2012 | Delivery Note: | Bill of Lading: |
Posting Date: 11/17/2012 |
☐ Collective Slip

Line | **Mat** | **Display logs**

Line	Mat	Typ	Item	Message text
1	12			
2	Cls			
3	1/2			
		⚠	2	Deficit of PU Ordered quantity 1.000 EA : JCK1
		⚠	3	Deficit of PU Ordered quantity 7.000 EA : JCK1

Material | **Movement** | **Plant**

☒ | **Technical Information** | Choose

Fort Jackson | JCK1

1 Click the Checkmark to continue.

After verifying all information is correct, Click the "Check" button.

These are "Warning" messages notifying the user that all ordered Goods are yet to be received (applies to a partial receipt scenario only).

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 103" (Cont'd)

Goods Receipt Purchase Order 4502007074 - Carlos Arguello

Menu | Post | Back | Exit | Cancel | System | Show Overview | Restart | Hold | Check | **Post** | Help

Goods Receipt | Purchase Order | GR goods receipt | 10 | 3

General | Vendor

Document Date: 11/17/2012 | Delivery Note: | Posting Date: 11/17/2012 | Bill of Lading: | ☐ Collective Slip

Click "Post" to save your work and record the Receipt against the Purchase Order (PO)

Line Status

Line	Status
1	○○●
2	○○△
3	○○△

Legend:

- All Goods have been Received
- ▲ Only partial Goods have been Received
- More Goods than ordered have been Received (will not process)

Note: Writing the GFEBS number on the document will ensure better audit trail.

5000005720

DD FORM 250, AUG 2000 | PREVIOUS EDITION

Material document 5000005720 posted

MIGO- Enter Goods Receipt (GR)

Example "Movement Type- 105"



SAP Easy Access - User menu for

Menu | MIGO | Log off | System



Note: 2 separate MIGO Transactions will have to be processed in order to report both 103 and 105 "Movement Types".

Goods Receipt Purchase Order

Menu | Back | Exit | Cancel | System | Show

Goods Receipt | Purchase Order

General | Vendor

Document Date | Delivery Note | Posting Date | Bill of Lading

☐ Collective Slip

Enter the "Movement Type"

1

GR into blocked stock 105

103 and 105 - Movement Types (Different GR and GA dates)

b. DESTINATION

☐ CQA ☒ ACCEPTANCE of listed items

has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

19-Nov-12 | Michael O. Scott

DATE | SIGNATURE OF AUTHORIZED

Quantities shown in column 17 were received in apparent good condition except as noted.

17-Nov-12 | X | Mathew P. Alexander

DATE RECEIVED | SIGNATURE OF AUTHORIZED

TYPED NAME: Mathew P. Alexander

***physical copy of RR**

Movement Type (Inventory Management) (1)

MvTs	Text
101	Goods receipt for purchase order into warehouse/stores
102	Goods receipt for purchase order into warehouse - reversal
103	Goods receipt for purchase order into GR blocked stock
104	Goods receipt for purchase order -> GR blkd stock - reversal
105	Release GR blocked stock for warehouse
106	Release GR blocked stock for warehouse - reversal
107	Goods receipt to valuated blocked stock
108	Goods receipt to valuated blocked stock - reversal

276 Entries found

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 105"

Goods Receipt Purchase Order - Carlos Arguello

Menu | Back | Exit | Cancel | System | Show Overview | Restart | Hold | Check | Post | Help

Goods Receipt | Purchase Order | 1

Search Criteria

Category: Purchasing Document Per PIIN/SPIIN - Procurement In

PIIN: W91B4K12P0191 3 Enter the desired search string

SPIIN:

Purchasing Document:

Maximum No. of Hits: 500

Start Search 4

The user has the option to input the GFEBS-generated PO number or to select any other known PO info to locate the correct PO 2

MATERIAL INSPECTION AND RECEIVING REPORT

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE AGENCY. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED ON THE REVERSE SIDE.

PROCUREMENT INSTRUMENT IDENTIFICATION		ORDER NO.	INVOICE NO/DATE	
CONTRACT NO. W91B4K-12-P-0191		*physical copy of RR	65498	17-Nov
2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L	5. DISCO	

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 105"

Goods Receipt ☐ Purchase Order ☐ **4502007074**

Goods Receipt ☐ Purchase Order ☐

General Vendor

Document Date **11/19/2012** **1st Partial Shipment**

Posting Date **11/19/2012**

Calendar

11/19/2012

OCT 2012	41	7	8	9	10	11	12	13
	42	14	15	16	17	18	19	20
	43	21	22	23	24	25	26	27
	44	28	29	30	31	1	2	3
NOV 2012	45	4	5	6	7	8	9	10
	46	11	12	13	14	15	16	17
	47	18	19	20	21	22	23	24
	48	25	26	27	28	29	30	1
	49	2	3	4	5	6	7	8

5

6

Enter Acceptance Date

105 Movement Types (Different GR and GA dates)

b. DESTINATION

☐ CQA ☒ ACCEPTANCE of listed items

has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents

19-Nov-12 *Michael O. Scott*

DATE SIGNATURE OF AUTHORIZED

22. RECEIVER'S USE

Quantities shown in column 17 were received in apparent good condition except as noted.

17-Nov-12 X *Mathew P. Alexander*

DATE RECEIVED SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

*Physical copy of GR Mathew P. Alexander

Required field that allows the user to add explanations or notes which apply to the document as a whole (not only certain line items.)

Examples:

- Final Shipment (1F, 10F)
- Partial Shipment (1P, 10P)

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 105"

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	Bu...	G/L Account	Batch	Valuation ...	M...	...	S
1	12 v battery	<input type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B			105 +		
	Submersible	<input type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B			105 +		
	1/2 HP Ci	<input type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B			105 +		

Double-Click on the Line Item you want to record as "Accepted".

Select the "Quantity" TAB

Qty in Unit of Entry 1.000 EA

Qty in Delivery Note 1.000

Quantity Ordered 1.000 EA

Ensure the "Qty in Unit of Entry" matches the Receiving Report

15. ITEM NO.	16. STOCK/PART NO. (Indicate number of shipping containers - type of container - container number)	DESCRIPTION	17. QUANTITY SHIPREC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001	Wayne ESP25 12V Battery	Back-Up Sump Pump	1	ea	379.64	\$ 379.64
0002	Wayne 0003050 Ci Submersible	Sump Pump	1	ea	476.28	\$ 476.28
0003	Wayne CSE50TE 1/2 HP Ci Sewage	Ejector	1	ea	205.75	\$ 205.75

*physical copy of GR

☒ Item OK

Click OK

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 105"

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	Bu...	G/L Account	Batch	Valuation ...	M...	...	S
1	12 v battery	<input type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B			105 + U		
2	Ci submersible	<input type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B			105 + U		
3	1/2 HP Ci	<input type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B			105 + U		

It is the responsibility of the user processing the Goods Receipt (GR) to ensure the "Receiving Report" was completed for Goods specified on the Purchase Order (PO). The user must also verify the documentation to determine if the receipt was partial, final or if it exceeds what was agreed upon in the Contract.

15. ITEM NO.	16. STOCK/PART NO. (Indicate number of shipping containers - type of container - container number.)	DESCRIPTION	17. QUANTITY SHIPREC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001	Wayne ESP25 12V	Battery Back-Up Sump Pump	1	ea	379.64	\$ 379.64
0002	Wayne 0003050	Ci Submersible Sump Pump	1	ea	476.28	\$ 476.28
0003	Wayne CSE50TE	1/2 HP Ci Sewage Ejector	1	ea	205.75	\$ 205.75

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 105"

Select "Where" TAB

Movement Type: 105 + GR acct ass. to blkd

Plant: Fort Jackson

Goods recipient:

Unloading Point:

Note: Optional field to enter name of the actual Official that Received/ Accepted the Goods (in accordance with the DD 250)

Text: Partial Goods Received

Line: 1

Required field must contain comments related to this Line Item Only.
Examples:
• Partial Goods Received
• All Goods Received
• CLIN Exhausted

If the Receiving Report contains items received for multiple Contract Line Items, the user can navigate to the applicable Line Item by entering it in the "Line" field or may also Double Click on the next Line Item. (See *example to the right*)

Line	Mat. Short Text	OK	Qty in UnE	EU
1	12 v battery	<input type="checkbox"/>	1.000	EA
2	Ci submersible	<input type="checkbox"/>	2.000	EA
3	12 HP Ci	<input type="checkbox"/>	8.000	EA

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 105"

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	Bu...	G/L Account
1	12 v battery	<input checked="" type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B
2	Ci submersible	<input checked="" type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B
3	1/2 HP Ci	<input checked="" type="checkbox"/>	1.000	EA				

After all the input has been made for the incoming Receiving Report, ensure the Quantities are accurate and that all applicable items are checked as "OK" prior to continuing.

13. SHIPPED TO CODE W87NKT
657TH S4
BAGRAM, AFGHANISTAN

**Physical copy of RR*

15. ITEM NO.	16. STOCK/PART NO. (Indicate number of shipping containers - type of container - container number.)	17. QUANTITY SHIPREC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001	Wayne ESP25 12V Battery Back-Up Sump Pump	1	ea	379.64	\$ 379.64
0002	Wayne 0003050 Ci Submersible Sump Pump	1	ea	476.28	\$ 476.28
0003	Wayne CSE50TE 1/2 HP Ci Sewage Ejector	1	ea	205.75	\$ 205.75

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 105" (Cont'd)

Goods Receipt Purchase Order 4502007074 - Carlos Arguello

Menu | Post | Back | Exit | Cancel | System | Show Overview | Restart | Hold | **Check** | Post | Help

Goods Receipt | Purchase Order | 10 | 5

General | Vendor |

Document Date: 11/19/2012 | Delivery Note:
Posting Date: 11/19/2012 | Bill of Lading:
☐ Collective Slip

Display logs

Line	Mat	Typ	Item	Message text
1	12 v			
2	Ci s			
3	1/2			
		⚠	2	Deficit of PU Ordered quantity 1.000 EA : JCK1
		⚠	3	Deficit of PU Ordered quantity 7.000 EA : JCK1

Material | | | Technical Information | | | | | | | Choose |

Movement: 5

Plant: Fort Jackson | JCK1 |

1: Click the "Check" button.

5: Click the Checkmark to continue.

These are "Warning" messages notifying the user that all ordered Goods are yet to be received (applies to a partial receipt scenario only).

MIGO- Enter Goods Receipt (GR)

(Cont'd)

Example "Movement Type- 105"

Goods Receipt Purchase Order 4502007074 - Carlos Arguello

Menu | Post | Back | Exit | Cancel | System | Show Overview | Restart | Hold | Check | **Post** | Help

GR good receipt 10 5

General | Vendor

Document Date: 11/19/2012 | Delivery Note: ☐
Posting Date: 11/19/2012 | Bill of Lading: ☐
☐ Collective Slip

Click "Post" to save your work and record the Receipt against the Purchase Order (PO)

Line	Status
1	○○■
2	○△○
3	○△○

- All Goods have been Received
- △ Only partial Goods have been Received
- More Goods than ordered have been Received (will not process)

System Notification to alert the user the transaction was successfully saved. This number is permanently assigned to the MIGO transaction. Must be used to query and identify it in the future.

Note: Writing the GFEBS number on the document will ensure better audit trail.

5000005720

DD FORM 250, AUG 2000 PREVIOUS EDITION

Material document 5000005720 posted

ME23N- PO Status After MIGO Input

SPS PO - US Dollars 4502007074 Created by Shannon Hicks

Menu | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order

SPS PO - US Dollars | 4502007074 | Vendor | 02AC8 FISHE

Additional Data | Org. Data | **Status** | Customer Data

Active	Ordered	11.000	EA	2,978.20	USD
Not Yet Sent	Delivered	3.000	EA	1,061.67	USD
Partially Delivered	Still to deliv.	8.000	EA	1,916.53	USD
Not Invoiced	Invoiced	0.000	EA		
	Down paymts				

Note: "Delivered" is the total of all CLINS. Item Detail below shows individual CLINS

Item | [30] 1/2 HP Ci

Delivery Schedule | Acceptance Period | Delivery | Invoice | Conditions | Account Assignment | **Purchase Order History** | Texts

Basic List

S...	M...	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	O...	Amount in LC	L.cur	Qty in OPUn
WE	105	5000006079	3	07/25/2013	1.000	0.000	EA	205.75	USD	1.000
WE	103	5000006079	3	07/25/2013	0.000	0.000	EA	0.00	USD	0.000

MIGO input. Click to view saved transaction (check each CLIN to view their History).



Receiving Report Input Reversal processes

Receiving Report Reversal

Reversal of a Receipt and/or Acceptance transactions must take place when inaccurate data was processed or erroneous input has been made by the user. The type and order of reversal must be based on the input made during the original transaction.

If a receipt was processed with two transactions: Movement Type-103 (Delivery) then a Movement Type-105 (Acceptance), the Acceptance Must be reversed first then the Receipt.

<u>Original Input</u>	<u>Reversal Transaction(s) in order</u>
➤ MIGO MT-101 (Receipt and Acceptance)	➤ MIGO MT-102 (Receipt and Acceptance Reversal)
➤ MIGO MT-103 (Receipt)	➤ MIGO MT-104 (Receipt Reversal)
➤ MIGO MT-103 (Receipt) MIGO MT-105 (Acceptance)	➤ MIGO MT-104 (Receipt Reversal) MIGO MT-106 (Acceptance Reversal)

ME23N- Receiving Report Reversal research

PO Research

SAP Easy Access - User menu for C

Menu

ME23N

Log off

System

Enter

SPS PO - US Dollars 4502007074 Created by Shannon Hicks

Menu

Back

Exit

Cancel

System

Document Overview On

Create

Display/Change

Other Purchase Order

SPS PO - US Dollars 4502007074 Vendor

02AC8 FISHER MANUFACTURING

Doc. date 06/14/2012



Org. Data

Status

Customer Data

Purch. Org. ARMY US Army Purchasing
Purch. Group 24C MICC Fort Jackson
Company Code ARMY UNITED STATES ARMY

If the desired PO is not displayed,
Click "Other PO" and enter the
applicable PO number



...	Itm	A	I	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Gro
	10	K			12 v battery	1.000	EA	D 09/28/2012	379.64	USD	1	EA	O/EGen
	20	K			Ci submersible	2.000	EA	D 09/28/2012	476.28	USD	1	EA	O/EGen
	30	K			1/2 HP Ci	8.000	EA	D 09/28/2012	205.75	USD	1	EA	O/EGen



Add Planning

ME23N- Receiving Report Reversal research

SPS PO - US Dollars 4502007074 Created by Shannon Hicks

Menu | [] | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order | Print Preview

SPS PO - US Dollars | 4502007074 | Vendor | 02AC8

Header
Item Overview

Item | [10] 12 v battery

Material Data | Quantities/Weights | Delivery Schedule | Acceptance Period | Delivery | Invoice | Conditions | Account Assignment

...	...	Delivery D...	Sched. Qty	Time	Stat. Del. D...	GR Qty	Purchase ...	Req...	N...	Open Quantity
		D 09/28/2012	1.000		09/28/2012	1.000				

Material Data
Quantities/Weights
Delivery Schedule
Acceptance Period
Delivery
Invoice
Conditions
Account Assignment
Purchase Order History
Texts
Delivery Address
Confirmations
Condition Control
Customer Data

Access and research the PO History to ensure the correct Receiving Report is being reversed

ME23N- Receiving Report Reversal research

Quantities/Weights Delivery Schedule Acceptance Period Delivery Invoice Conditions Account Assignment Purchase Order History											
Basic List											
^S...	MVT	Material Do...	Item	Pstng Date	Quantity	Delivery cost quantity	O...	Amount in LC	L.cur	Qty in OPUn	DelCostQty (C
WE	101	5000005720	1	11/21/2012	1.000	0.000	EA	379.64	USD	1.000	
Tr./Ev. Goods receipt					1.000		EA	379.64	USD	1.000	
RE-L		5105602467		11/23/2012	1.000	0.000	EA	379.64	USD	1.000	

Display Material Document 5000005720 - Carlos Arguello

Menu | Back | Exit | Cancel | System | Show Overview | Restart | Hold | Check | Post | Help

Display Material Document 5000005720 2012

MATERIAL INSPECTION AND RECEIVING REPORT Form Approved OMB No. 07-04-0248

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.
SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F461.

PROCUREMENT INSTRUMENT IDENTIFICATION: CONTRACT NO. W91B4K-12-P-0191

2. SHIPMENT NO. 3. DATE SHIPPED 24-Nov-12 4. B/L TON 02AC8

5. PRIME CONTRACTOR CODE FISHER MANUFACTURING SERVICES, L 3124 FERNANDEZ DRIVE HAMMOND LA 73214

6. PAYMENT WILL BE MADE BY Bagram, Afghanistan 82nd FMCO BAGRAM, AFGHANISTAN DSSN 8850

7. Note Vendor FISHER MANUFACTURING CO HeaderText

8. Cost Center Bu... G/L Ac 2ABM0008 ARMY 6100. 2ABM0008 ARMY 6100. 2ABM0008 ARMY 6100.

9. Partner Account Assignment Customer Data

10. Assignment Stock type Unrestricted use

5000005720

Review the selected Receipt transaction to ensure it matches the document that needs reversal.

MIGO- Receiving Report Reversal

Processing the MIGO Reversal

Note: If the receipt and Acceptance were recorded with "Movement Types" 103 and 105, individual reversals must be input using "Movement Types" 104 and 106

SAP Easy Access - User menu for Carlos Arzuella

Menu | MIGO | Log off | System

Enter

Goods Receipt Purchase Order - Carlos Arzuella

Menu | Back | Exit | Cancel | System

Goods Receipt | Purchase Order | 4502007074

Select applicable
"Movement Type"
Reversal code

GR goods receipt | 102

General | Vendor

Enter PO Number and press
Enter

Posting Date | 11/26/2012 | Bill of Lading

Collective Slip

The screen will
populate with
the applicable
PO and
Receiving
Report
information

Goods Receipt Purchase Order

Menu | Post

Goods Receipt | Purchase Order

General | Vendor

Document Date | 11/26/2012

Posting Date | 11/26/2012

Collective Slip

Movement Type (Inventory Management) (1)



MvT S Text

101	Goods receipt for purchase order into warehouse/stores
102	Goods receipt for purchase order into warehouse - reversal
103	Goods receipt for purchase order into GR blocked stock
104	Goods receipt for purchase order -> GR blkd stock - reversal
105	Release GR blocked stock for warehouse
106	Release GR blocked stock for warehouse - reversal

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	Bu...	G/L Account	Bas
1	12 v battery	<input type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B	
2	Ci submersible	<input type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B	
3	1/2 HP Ci	<input type="checkbox"/>	1.000	EA		2ABM0008	ARMY	6100.260B	

MIGO- Receiving Report Reversal

(Cont'd)

Goods Receipt | Purchase Order | GR for PO reversal | 102

General | Vendor

Document Date: 11/26/2012 | Delivery Note: | Vendor: FISHER MANUFACTURING CO.
Posting Date: 11/26/2012 | Bill of Lading: | HeaderText: Erroneous Input Reversal

☐ Collective Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	Bu...	G/L Account	Ba
1	12 v battery	<input type="checkbox"/>	1.000	FA		33DM0000	3DMV	6100	3600
2	Ci submersible	<input type="checkbox"/>	1.000						
3	1/2 HP Ci	<input type="checkbox"/>	1.000						

Material | Quantity | Where | Purchase Order Data | Pa

Movement Type: 102 | ☐ GR for acc.assgt rev

Jackson | JCR1

Check the "Item OK" box
NOTE: Steps 4 and 5 must be done to all the Line Items

5

Erroneous Input Reversal

4

Erroneous Input Reversal

☒ Item OK

Line 1

Required field that allows the user to add explanations or notes which apply to the document as a whole (not only certain line items.)
Examples:
• Erroneous Input
• Duplicate Receipt Input

Required field that must contain comments related to this Line Item Only.
Examples:
• Erroneous Input
• Duplicate Receipt Input

MIGO- Receiving Report Reversal (Cont'd)

Goods Receipt Purchase Order 4502007074 - Carlos Arguello

Menu | Post | Back | Exit | Cancel | System | Show Overview | Restart | Hold | **Check** | **Post** | Help

Goods Receipt | Purchase Order

General | Vendor

Document Date: 11/21/2012 | Delivery N...
Posting Date: 11/21/2012 | Bill of Lad...
☐ Collective Slip

The User has an option to "Check" their work prior to "Posting"
Click "Post" to save your work and record the Receipt Reversal against the Purchase Order

Line	Status	Mat. Short Text	OK	Qty in UnE	E...
1	○○○	12 v battery	✓	1.000	EA
2	○○○	Ci submersible	✓	1.000	EA
3	○○○	1/2 HP Ci	✓	1.000	EA

System Notification to alert the user the transaction was successfully saved. This number is permanently assigned to the MIGO Reversal transaction. Must be used to query and identify it in the future.

Note: Writing the GFEBS number on the document will ensure better audit trail.

5000005732

Material document 5000005732 posted

DD FORM 250, AUG 2000 | PREVIOUS EDITION | 45

ME23N- PO Status after MIGO

Reversal

SPS PO - US Dollars 4502007074 Created by Shannon Hicks

Menu | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order

SPS PO - US Dollars 4502007074 Vendor 02AC8 FISHE

Additional Data | Org. Data | **Status** | Customer Data

PO Status after MIGO Reversal Input

Active	Ordered	11.000	EA	2,978.20	USD
Not Yet Sent	Delivered	0.000	EA	0.00	USD
Not Delivered	Still to deliv.	11.000	EA	2,978.20	USD
Partially Invoiced	Invoiced	3.000	EA	1,061.67	USD
	Down paymts			0.00	USD

Invoice | Conditions | Account Assignment | **Purchase Order History** | Texts | Delivery Address | Confirmations | Condition Control | Customer Data

Basic List

S...	MvT	Material Do...	Item	Pstng Date	±Quantity	Delivery cost quantity	O...	±Amount in LC	L. cur	±Qty in OPUn	DelCostQty (OPUn)	Or...
WE	102	5000005732	1	11/26/2012	1.000-	0.000	EA	379.64-	USD	1.000-	0.000	EA
WE	101	5000005732	1	11/21/2012		0.000	EA		USD		0.000	EA
Tr./Ev. Goods re							EA		USD			EA
RE-L	5105	5105	1	11/23/2012		0.000	EA		USD		0.000	EA

MIGO Reversal input.
Click to view saved
transaction

Negative values indicate a "Credit" toward
"Goods Receipts"



Service Entry Sheets (SES)

Service Entry Sheets (SES)

Service Entry Sheets (SES) are processed in GFEBs in lieu of a Goods Receipt (MIGO) transaction to record the receipt of “Services Performed”. This transactions can only be processed against a “Service Type” contract in GFEBs.

“Service Contract” means a contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. A service contract may be either a non-personal or personal contract. It can also cover services performed by either professional or nonprofessional personnel whether on an individual or organizational basis.

Examples may include: Maintenance, Repairs, Salvage

Service Entry Sheets (SES)

(Cont'd)

Service type Contracts are identifiable in GFEBS by a series of special codes utilized during the creation of the Purchase Order (PO). Only PO's with the below data will be capable of accepting the recording of Receipt/Acceptance of services through Service Entry Sheet processing. See the below example:

The screenshot shows a GFEBS Purchase Order form with several tabs at the top: Delivery/Invoice, Conditions, Texts, Address, Communication, Partners, Additional Data, Org. Data, Status, and Cust. The form contains the following fields and values:

- Item Cat. (Category) code: All Service type contracts must have a Code of "D" (Service)
- PO Quantity: Will always be "1"
- Order UoM (Unit of Measure): Will always be "AU" (Activity Unit)
- Deliv. Date: 01/30/2013
- Net Price: 2,000.00 USD
- Per: 1
- OPU: AU
- Matl Group: Depot Mainte For

Green arrows point from the annotations to the corresponding fields in the form. Red boxes highlight the 'D' in the Item Cat. code and the '1' in the Per field.

Item	Qty	UoM	Deliv. Date	Net Price	Curr	Per	OPU	Matl Group	Pln
10	1	AU	01/30/2013	2,000.00	USD	1	AU	Depot Mainte For	

ML81N - Entry Service Sheet Input

Only to be utilized for "Service Type" Contracts



SAP Easy Access - User menu for

Menu

ML81N

Log off

System

Enter

Service Entry Sheet

Menu

Back

Exit

System

Other Purchase Order

1

If the desired PO is not displayed, Click "Other PO" and enter the applicable PO number

Entry Sheet

For Purchase Order

0

Short Text

After entering the PO number, the

"TREE" will become available on the left side of the screen to display the available Service Contract CLINs. This allows for the selection of the applicable PO for SES input

Select Purchase Order/Entry Sheet

Purchase Order

4502008968

Entry Sheet

2

Enter the applicable GFEBs PO number and CLIN (if known)

3



Overview



FISHER MANUFACTURING CO.



Asbestos Removal

Purch.Doc.

Item

Entry Sh.

Net Value

4502008968

10

0.00

30

ML81N - Entry Service Sheet Input (Cont'd)

Service Entry Against Purchase Order 4502008968 00010

Menu | Back | Exit | System | Other Purchase Order | Tree On/Off | **Create Entry Sheet**

Entry Sheet: 1000000008 **Create Entry Sheet**

For Purchase Order: 4502008968

Short Text: **Asbestos Removal, 1st Partial Bill**

Basic Data | **Accept. Data** | Vals | Long Txt | History

Acct Assgt Cat.: GFEBS Cost Ce...

External Number:

Service Loc.:

Period:

Price Ref.: 11/30/20...

PRsp. Intern.:

PRsp. Extern.:

Line	ITEM NO.	16. STOCK/PART NO.	DESCRIPTION	17. QUANTITY	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001			Asbestos Removal, 1st Partial Bill	1	AU	1,000.00	\$ 1,000.00

**physical copy of RR*

Annotations:

- 4** Once the correct PO is displayed, Click "Create Entry sheet"
- 5** Enter comments regarding the receipt of the services (will apply to all CLINs being received)
- 6** Select "Accept. Data" Tab

ML81N - Entry Service Sheet Input (Cont'd)

1000000011 Create Entry Sheet

Menu | Save | Back | Exit | Cancel | System | Other Purchase Order | Tree On/Off

Entry Sheet
For Purchase Order
Short Text

Receiving Report "Acceptance Date" (the transaction will ultimately be recorded as a "101-Movement Type" receipt)

Basic Data | **Account Data** | Vals | Long Txt | History

Doc. 11/14/2012
Posting 12/04/2012
Reference
Doc. Text

Always Today's date

Line	...	P	C	U	Service No
10					
20					
30					

b. DESTINATION

☐ CQA ☒ ACCEPTANCE of listed items

has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

14-Nov-12 *Michael O. Scott*

DATE SIGNATURE OF AUTHORIZED

22. RECEIVER'S USE

*Physical copy of RR

Quantities shown in column 17 were received in apparent good condition except as noted.

14-Nov-12 X *Mathew P. Alexander*

DATE RECEIVED SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

TYPED NAME: Mathew P. Alexander

ML81N - Entry Service Sheet Input (Cont'd)

Line	...	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy
<u>10</u>						Asbestos Removal, 1st Partial Bill	1	AU	1000.00	USD
<u>20</u>										USD
<u>30</u>										USD

Enter

8

Enter: Short Text, Quantity, Unit of Measure and Gross Price from receiving Report

**Physical copy of RR*

13. SHIPPED TO

CODE

W87NKT

receiving Report

657TH S4

BAGRAM, AFGHANISTAN

15. ITEM NO.

16. STOCK/PART NO.

DESCRIPTION

17. QUANTITY

18. UNIT

19. UNIT PRICE

20. AMOUNT

0001

Asbestos Removal, 1st Partial Bill

1

AU

1,000.00

\$ 1,000.00

*Physical copy of RR

Note: Ensure line item(s) from

Note: Ensure line item(s) from the receiving report match the correct line item(s) line in GFEBs

ML81N - Entry Service Sheet Input (Cont'd)

If the above entries are accurate, Click "Accept"

Accept

Click "Save"

Note: Once Accepted and Saved, the Acceptance indicator will turn to "Green" on the display and in the Service Entry "Tree"

Both acceptance and entry sheet transactions will be recorded

Note: Writing the GFEBs number on the document will ensure better audit trail.

5000005752
1000000017

Menu | Save | Back | Exit | Cancel | System | Other Purchase Order | Tree On/Off

Entry Sheet: 1000000017 ☒ Accepted ☐ Returns Indicator

For Purchase Order: [Blank]

Short Text: [Blank]

Basic Data | Accept. Data | Vals | Long Txt | History

Service entry sheet saved, acceptance document 5000005752 posted

Entry sheet 1000000017 saved

1000000017 Display Entry Sheet

Menu | Back | Exit | System | Other Purchase Order | Tree On/Off | Display <-> Change

Purchase Orders/Entry Sheets	Vendor	Purch.Doc.	Item	Entry Sh.	Net Value
Asbestos Removal	FISHER MANUFACTURING CO.	4502008968	10		0.00
<input checked="" type="checkbox"/> Asbestos Removal, 1st Partial Bill		4502008968	10	1000000017	1,000.00

ME23N - PO Status After ML81N Input

Miscellaneous Pay PO 4502008968 Created by Carlos Arguello

Menu | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order

Miscellaneous Pay PO 4502008968 Vendor 02AC8 FISHE

Org. Data | **Status** | Customer Data

Active	Ordered	2,000.00	USD
Not Yet Sent	Delivered	1,000.00	USD
Partially Delivered	Still to deliv.	1,000.00	USD
Not Invoiced	Invoiced	0.00	USD
	Down paymts	0.00	USD

PO Status after ML81N Input

Item [10] Asbestos Removal

Invoice | Conditions | A

Basic List

WE	101	5000005752	12
Tr./Ev. Goods receipt			
Lerf	1000000017		
Tr./Ev. Service entry			

ML81N input creates two PO entries: one for the "Receipt" (recorded as MT -101) and the other for the SES document. Click to view saved transactions

1000000017 Display Entry Sheet

Display Material Document 5000005752 - Carlos Arguello

Menu | Back | Exit | Cancel | System | Show Overview | Rest

Display Material Document 5000005752 2012

General | Vendor | Doc. info

Document Date 12/03/2012 Delivery Note Vendor
Posting Date 12/04/2012 Bill of Lading Header
☐ Collective Slip

Line	Mat. Short Text	Qty in UnE	E	SLoc
------	-----------------	------------	---	------



Service Entry Sheets (SES) Reversal Processes

ML81N - Entry Service Sheet Reversal

SAP Easy Access - User menu for

Menu | ML81N | Log off | System |

Service Entry Sheet

Menu | | Back | Exit | System | **Other Purchase Order** 1

Entry Sheet

For Purchase Order

After entering the correct PO number, the "Tree" may appear on the left hand side or the user may have to prompt it by Clicking "Tree On/Off". This allows for the selection of the applicable SES for reversal.

Select Purchase Order/Entry Sheet

Purchase Order **4502008968** 2

Entry Sheet

☐ Always display at start

3 ☒

Purchase Orders/Entry Sheets

No.	Purchase Orders/Entry Sheets	Vendor	Purch.Doc.	Item	Entry Sh.	Net Value
▼	Asbestos Removal	FISHER MANUFACTURING CO.	4502008968	10		0.00
■	Asbestos Removal, 1st Partial Bill		4502008968	10	1000000017	1,000.00

If the desired PO is not displayed, Click "Other PO" and enter the applicable PO number

Enter the applicable GFEBs PO number and CLIN (if known)

ML81N - Entry Service Sheet Reversal (Cont'd)

Acceptance Reversal

Note: Acceptance indicator will change to "Revoked"

Click "Display Change" to switch from "View only" to "Document Change"

Once available Click "Revoke Acceptance"

Click "Save" to record the reversed Acceptance

Select "Yes" to record the transaction and add remarks

Entry Sheet 1000000017

No message record could be found for output of message.

Save anyway?

Yes No Cancel

12/04/2012

ML81N - Entry Service Sheet Reversal (Cont'd)

Header Data: Acceptance Document

Document Date 12/03/2012

Posting Date 12/04/2012

Reference

Document Header Text **Due to inaccurate input**

☒ Click Check mark

Enter reason for "Acceptance Reversal"

You may access the PO at this point (ME23N) to view the status after the processed "Acceptance Reversal". The original input and the reversal bring the "Goods Receipt" total to "0". Note that the "Service Entry" remains. See next slide for "SES Deletion"

Basic List									
S...	MvT	Material Do...	Item	Pstng Date	Quantity	Delivery cost quantity	O...	Amount in LC	L.cur
WE	102	5000005761	1	12/04/2012				1,000.00-	USD
WE	101	5000005760	1	12/04/2012				1,000.00	USD
Tr./Ev. Goods receipt								0.00	USD
Lerf		1000000017		12/04/2012				1,000.00	USD
Tr./Ev. Service entry								1,000.00	USD

ML81N - Entry Service Sheet Reversal (Cont'd)

Deletion of Service Entry Sheet

Click 'Save' to ensure the deletion is recorded

12

Save

Back

Exit

Cancel

Stop

Deleted

Note: Acceptance indicator will change to "Deleted"

Select "Delete" to delete the Service Entry Sheet

11

Delete

If the "Delete" button is unavailable, Click "More"

10

More...

- Other Purchase Order Shift+F5
- Tree On/Off Ctrl+Shift+F1
- Display <-> Change F5
- Create Entry Sheet Shift+F1
- Copy Entry Sheet Shift+F9
- Accept Ctrl+F1
- Block Ctrl+F3
- Set Final Entry Ctrl+F5
- Delete Shift+F2**

Change Entry Sheet

1000000017
4502008968 10

Short Text: Asbestos Removal, 1st Partial Bill

Basic Data

Acct Assgt Cat.: GFEBS Cost Ce...

External Number:

Service Loc.:

Period: -

History

Line	...	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price
10				✓		Asbestos Removal, 1st Partial Bill	1	AU	1,000.00
20									

Service Sel. Line 10

ME23N - PO Status After ML81N Reversal

PO Status after ML81N Reversal and Deletion Input

Miscellaneous Pay PO 4502008968 Created by Carlos Arguello

Menu | Back | Exit | Cancel | System | Document Overview | Create | Display/Change | Close | Purchase Order

Miscellaneous Pay PO 4502008968 Vendor 02AC8 FISHER

Org. Data | **Status** | Customer Data

Active
Not Yet Sent
Not Delivered
Not Invoiced

Ordered	2,000.00	USD
Delivered	0.00	USD
Still to deliv.	2,000.00	USD
Invoiced	0.00	USD
Down paymts	0.00	USD

PO Status after ML81N
Reversal and deletion
Input

Account Assignment Purchase Order History Texts Delivery Address Confirmations Condition Control Customer Data										
Basic List										
S	MvT	Material Do	Item	Pstng Date	Quantity	Delivery cost quantity	O	Amount in L.C.	Cur	Qty in OPUn
WE	102	5000005761	1	12/04/2012				1,000.00	USD	
WE	101	5000005760		12/04/2012				1,000.00	USD	
Tr./Ev. Goods receipt								0.00	USD	
Lerf		1000000017		12/04/2012				0.00	USD	
Tr./Ev. Service entry								0.00	USD	

ML81N "Acceptance"
Reversal input.

Note that the Service Entry Sheet value was
decreased to "0" after deletion.

Check on Learning



Who in the FTF Section has the ability (GFEBs Role) to process “Goods Receipts”?

FTF Analyst

FTF Technician

FTF Clerk

Senior FTF Analyst

➤ **What T-Code is utilized to process a “Goods Receipt”?**

MIGO- Enter Goods Receipt (GR)

➤ **If the “Receipt Date” and “Acceptance Date” are different on the receipt documentation, what “Movement Type(s)” must the user process to record this receipt?**

MT- 101

MTs- 103 then 105

➤ **What does this symbol indicate after “Checking” and/or “Posting” a GR?**



Only partial goods have been received.

➤ **Where can a user go to view the status of the PO after a MIGO input?**

ME23N- Display Purchase order (PO), Purchase Order History.

What T-Code is utilized to “Reverse” a MIGO transaction?

MIGO- Enter Goods Receipt (GR). Must utilize the correct reversal “Movement

Types”
➤ **If a Goods Receipt was processed with different Receipt and Acceptance dates, what “Movement Type(s)” must be utilized to reverse it and in what order?**

MT- 102

MTs- 106 then 104

MTs- 104 then 106

Check on Learning (Cont'd)

➤ **What steps, and in what order, should a Service Entry sheet be**

1. Revoke Acceptance
2. Delete Service entry sheet

➤ **What portions of the Purchase Order (PO) indicate that a SES transaction is required to record receipt of services?**

The "Item Category" is "D" (Service), the "Quantity Ordered" is "1" and the "Unit of Measure (UoM)" is "AU" (Activity Unit).

➤ **Once properly saved, the SES "Acceptance" portion of the input will be recorded as what type of "Movement Type"?**

MT- 101 (same Receipt and Acceptance dates)

Where can a user go to view the status of the PO after a ML81N input?

ME23N- Display Purchase Order (PO), Purchase Order History

➤ **If processed correctly, what entries will the PO history have available for the SES transaction? What are they?**

"Goods Receipt" (Acceptance) and "Service Entry" entries.

➤ **What is a good practice after GFEBS provides the user with the GFEBS-generated "Document Number" after "Posting" is accomplished?**

Write the number on the document or other supporting ledger.

Check on Learning (Cont'd)

^S...	MVT	Material Do...	Item	Posting Date	±Quantity	Delivery cost quantity	O...	±Amount in LC	L.cur
WE	101	<u>5000005723</u>	1	01/03/2013	10	0	TN	6,579.90	USD
Tr./Ev. Goods receipt					10		TN	6,579.90	USD
RE-L		<u>5105602463</u>	1	01/03/2013	10	0	TN	6,579.90	USD
Tr./Ev. Invoice receipt					10		TN	6,579.90	USD

- **Have Goods been “Received and Accepted” for this Purchase Order?**

Yes. A MIGO transaction with MT-101 was processed.

- **What does the “MvT” code of “101” say about the dates on the**

The Receipt and Acceptance dates are the same.

^S...	MVT	Material Do...	Item	Posting Date	±Quantity	Delivery cost quantity	O...	±Amount in LC	L.cur
WE	103	<u>5000006006</u>	1	04/11/2013	0	0	TN	0.00	USD
WE	102	<u>5000006005</u>	1	04/11/2013	10-	0	TN	6,579.90-	USD
WE	101	<u>5000005723</u>	1	01/03/2013	10	0	TN	6,579.90	USD
Tr./Ev. Goods receipt					0		TN	0.00	USD
RE-L		<u>5105602463</u>	1	01/03/2013	10	0	TN	6,579.90	USD
Tr./Ev. Invoice receipt					10		TN	6,579.90	USD

- **Why would this PO History not have a Goods Receipt “Total” even though MIGO transactions have been posted against it?**

The MT-105 MIGO (Acceptance) has not been processed.

Check on Learning (Cont'd)

^S...	MVT	Material Do...	Item	Posting Date	±Quantity	Delivery cost quantity	O...	±Amount in LC	L.cur
WE	102	<u>5000006016</u>	1	04/11/2013				100.00-	USD
WE	101	<u>5000006015</u>	1	04/11/2013				100.00	USD
Tr./Ev. Goods receipt								0.00	USD
Lerf		<u>1000000031</u>		04/11/2013				100.00	USD
Tr./Ev. Service entry								100.00	USD

- **This Service Contract has a Service Entry sheet processed against. Why does the “Goods Receipt” not have a total?**

The “Acceptance” was revoked but the SES was never deleted.

^S...	MVT	Material Do...	Item	Posting Date	±Quantity	Delivery cost quantity	O...	±Amount in LC	L.cur
WE	102	<u>5000006016</u>	1	04/11/2013				100.00-	USD
WE	101	<u>5000006015</u>	1	04/11/2013				100.00	USD
Tr./Ev. Goods receipt								0.00	USD
Lerf		<u>1000000031</u>		04/11/2013				0.00	USD
Tr./Ev. Service entry								0.00	USD

- **This PO history appears to have a SES saved against it. Why would it not have a “Service Entry” total?**

The SES was deleted.

- **What does the “100.00-” (negative value) say about this transaction?**

It indicates a “Reversal”.

GFEBS useful Links



GFEBS Home Page

<http://www.gfebs.army.mil/>

Army Knowledge Online (AKO)

<https://www.us.army.mil>

milWIKI

<https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3AGFEBS>

Department of Defense Financial Management Regulation (DoDFMR)

<http://comptroller.defense.gov/fmr/>

DFAS-IN 37-100

<http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200>

USAFMCOM OST Training materials

<http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500>

QUESTIONS

CFEBS

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GENERAL FUND ENTERPRISE BUSINESS SYSTEM